



925-924-0340

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MAINE DOT USER'S MANUAL



LOG IN SCREEN

ES Elation Systems

dtalatn

.....

Log in to Elation

Forgot Login Name | Sign up for free

Forgot Password

Support Hours (PST)
Monday - Friday 7am - 12pm, 1pm - 4pm
Excluding Holidays

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Log in Name = dt(first name initial)(first 4 last name)

Example – Joe Smith= dt(j)(smit) = dtjsmit

Default Password = Password Sent via E-mail

If you do not have a login, contact Angela Latno or Brian Kittridge

angela.latno@maine.gov

brian.kittridge@maine.gov

OPENING SCREEN



Angela Latno / Maine Department of Transportation (14088471)

[Messages](#) | [Online Support](#) | 855-284-0312 X.100 | [Call Back](#) | [Sign Out](#)

Payroll

Payments

Reports

Audit

Certifications

Configuration

Home

Programs

Categories

Projects

Add Projects

Correspondence

CPR Status

CPR Report

Upload Projects

Wage Survey

Ad Hoc Report

My Project

As Owner

Project Name

006462.91-PRESQUE ISLE

012667.00 BLAINE - MARS HILL, HIGHWAY ...

012773.00 BELGRADE, HIGHWAY REHABILIT...

013353.10-TOPSHAM

016710.00--SARAH MILDRED LONG

016750.20 SOUTH BRISTOL

016864.00 WOOLWICH 021759.00 021735.0...

017280.00 Fryeburg, Highway Reconstructio...

017468.00 LISBON

017890.00-THOMASTON

018184.00-KITTERY

018238.00 YARMOUTH 018238.10

018246.00 DEXTER, HIGHWAY RECONSTRUC...

018247.00 PHILLIPS - MADRID, HIGHWAY R...

<< 1 2 3 4 >>

All

Activated Project(s) (318)

Archived Project(s) (244)

Preference

The left hand side has a list of projects that you are assigned to

The list is sorted by WIN. Click on the project you are interested in to open the Contractor list.

If you do not see your job -
contact Angie or Brian
Angela.Latno@maine.gov
Brian.Kittridge@maine.gov

Payroll

← → ↻ 🔒

PAYROLL STATUS

Messages Online Support 855-284-0312 X.100 Call Back Sign Out

Payroll Payments Reports Configuration

Home Categories Projects Correspondence CPR Status Fringe Benefit(s) ? Get Started / Help

My Project(s)

As Sub

Project Name

Z TEST ENVIRONMENT

Assign Subcontractors

Assign Employee

Fringe Benefits Statement

Submit CPR

Project Specific Classifications

Project Specific Documents

Comments

Apprentice & Certificates

1391 Report

All

Activated Project(s) (1)

Home

Report(s) for: Z TEST ENVIRONMENT (Applicable DB Wage)

Project Manager: Sonya Everett Last Login: 04/14/2017 Resident Engineer: Sonya Everett Last Login: 04/14/2017

☒ All Contractors ☐ Pending For Review ☐ Pending For Correction ☒ Display By Ascending Alphabet

Project Team (Maine Department of Transportation)

Maine DOT

Activity Started: 06/02/12 Total Payroll Reports: 21

Most Recent Activity: 09/21/13 Total No Work Performed: 7

Last login Date: 05/30/19 by George Macdougall Outstanding Issues: 1 (2 Flagged)

Fringe Benefits Apprentice Certificate Print Messages (6) Change Completion Status

Filter by Status: All status New Draft Flagged Void

Filter by Period: All Weeks Top 5 Weeks In Month 8 / 12

-- Select Contract --

<< 1 2 >>

Week Ending	CPR	Action	Issues	Contract / Subcontract
07/26/2014	⊗	Void	⚠	000000.00
09/28/2013	➡			Maine DOT @ 000000.00
09/21/2013	➡		📄	Maine DOT @ 000000.00
09/21/2013	➡			000000.00
09/21/2013	✅			000000.00
09/14/2013	➡			000000.00
09/07/2013	➡ (History)		📄	000000.00
08/31/2013	➡			000000.00
08/24/2013	✅			000000.00
08/17/2013	✅		📄	000000.00
09/01/2012	⊗	Void	⚠	000000.00
08/18/2012	➡ (History)		⚠	000000.00
08/11/2012	✅			000000.00

Default shows last 5 - Click All to see all weeks

Reviewed & Rejected

Ready to Review

Reviewed & Approved

Messages & Warnings

Payroll

Home · Categories · Projects · Correspondence · CPR Status · Fringe Benefit(s) ? Get Started / Help

My Project(s)

As Sub

Project Name

Z TEST ENVIRONMENT

- Assign Subcontractors
- Assign Employee
- Fringe Benefits Statement
- Submit CPR
- Project Specific Classifications
- Project Specific Documents
- Comments
- Apprentice & Certificates
- 1391 Report

Activated Project(s) (1)

Home

Report(s) for: Z TEST ENVIRONMENT (Applicable DB Wage)

Project Manager: Sonya Everett Last Login: 04/14/2017 · Resident Engineer: Sonya Everett Last Login: 04/14/2017

☒ All Contractors · ☐ Pending For Review · ☐ Pending For Correction · ☒ Display By Ascending Alphabet

Project Team (Maine Department of Transportation)

Maine DOT

Activity Started: 06/02/12 Most Recent Activity: 09/21/13 Last login Date: 05/30/19 by George Macdougall

Total Payroll Reports: 21 Total No Work Performed: 7 Outstanding Issues: 1 (2 Flagged)

[Fringe Benefits](#) · [Apprentice Certificate](#) · [Print](#) · [Messages \(6\)](#) · [Change Completion Status](#)

Filter by Status: [All status](#) New Draft Flagged Void Filter by Period: All Weeks [Top 5 Weeks](#) In Month 09 / 13 -- Select Contract --

Week Ending	CPR	Action	Issues	Contract / Subcontract
07/26/2014		Void		
09/28/2013				
09/21/2013				Maine DOT @ 000000.00
09/21/2013				000000.00
09/21/2013				000000.00
09/14/2013				000000.00
09/07/2013	(History)			

FAKE Contractor

Activity Started: Total Payroll Reports: 0 Most Recent Activity: Total No Work Performed: 0 Last login Date: Outstanding Issu

Legend: Draft Submitted Accepted Rejected No Work Flagged Doc Reminder

Default shows last 5 - Click All to see all weeks

Flag for problems - Click to view

Comment with Payroll - Click to view then click name

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PAYROLL REVIEW & APPROVAL OR REJECTION

PAYROLL REPORTING FORM

		NAME OF CONTRACTOR <input type="checkbox"/> OR SUBCONTRACTOR <input checked="" type="checkbox"/> Maine DOT						CONTRACTOR'S LICENSE NO: SPECIALITY LICENSE NO:				ADDRESS 16 State House Station, AUGUSTA, ME 04333										
		PAYROLL NO. 55			FOR WEEK ENDING 10/5/2013			SELF-INSURED CERTIFICATE NO: WORKER'S COMPENSATION POLICY NO:				PROJECT OR CONTRACT NO: Maine DOT @ 000000.00 [Change] PROJECT AND LOCATION: Z TEST ENVIRONMENT Cumberland, ME										
(1)	(2)	(3)	ST / OT / DT	(4) DAY AND DATE							(5)	(6)	(7)	(8)					(9)	(10)		
NAME, ADDRESS, AND SOCIAL SECURITY NUMBER OF EMPLOYEE	NOORWITH- HOLDING EXEMPTIONS	WORK CLASSIFICATION		Sun	Mon	Tue	Wed	Thu	Fri	Sat	TOTAL HOURS	RATE OF PAY	GROSS AMOUNT EARNED (THIS / ALL)	DEDUCTIONS, CONTRIBUTIONS AND PAYMENTS					NET WAGES PAID FOR WEEK	Check No. /Date		
				29	30	1	2	3	4	5												
			HOURS WORKED EACH DAY																			
April Nored 16 Childs Street Augusta, ME 04330 xxxx-xx-xxxx remove this employee		Select Classification <input type="checkbox"/> Owner Operator/IND Contractor/Non Paid App	S	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="48.00"/>	<input type="text" value="28.000"/>	<input type="text" value="1,344.00"/>	FICA	FED TAX	STATE TAX / LT	SDI	VAC HOLIDAY	HEALTH & WELF	PENSION	<input type="text"/>	<input type="text"/>
			O	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	TRAING	OTHER REIMB.	DUES	TRAV SUBS	OTHER FRINGE	OTHER DEDS	TOTAL DEDUCTS		
			D	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1,344.00"/>		<input type="text"/>	<input type="text"/>			<input type="text"/>		

S = STRAIGHT TIME
O = OVERTIME
D = DOUBLETIME
SDI = STATE DISABILITY INSURANCE

OTHER: Any other deductions and/or payments whether or not included or required by prevailing wage determinations must be separately listed. Use extra sheet(s) if necessary

CERTIFICATION MUST be completed
(See Statement of Compliance) [Add or View Message](#)

Find Employees

Add an employee

Save as Draft

Delete Draft

Statement of Compliance_Submit

Print

This Page: Total ST Hours: 48.00

Total OT Hours: 0.00

Total DT Hours: 0.00

Total Gross This Project: 1,344.00

Total Gross All Project: 1,344.00

All Pages: Total ST Hours: 48.00

Total OT Hours: 0.00

Total DT Hours: 0.00

Total Gross This Project: 1,344.00

Total Gross All Project: 1,344.00

Go to page:

REVIEW FOR CORRECT CLASS AND HOURS-THEN CLICK STATEMENT OF COMPLIANCE_SUBMIT

Stuck???



Angela.Latno@maine.gov

207-624-3519

Brian.Kittridge@maine.gov

207-624-3650

George.Macdougall@maine.gov

207-624-3353

You can't break it-anything you can do in the system can be undone.

If one of the contractors need help, they can call Elation @
855-284-0312 x 100